Bishop Hoffman Catholic School

Governing Board Meeting

Tuesday December 14, 2021

Present: Alex Darr, Steve Foos, Ciny Fought, Suzy Jenkins, Fr. Chris Kardzis, Tim Luc, Tom Stierwalt, Cyle Stull, Nathan Waleryszak, present.

Absent: Fr. Michael Roemmele, Tim Walters

Administration: Loretta Coil, SJCC Principal, Megan Beaver, BHCS Director of Faith Formation & Discipleship, Karly Cross, Sacred Heart Campus Principal (absent).

Opening Prayer: Fr. Chris

Suzy Jenkins from Sacred Heart is introduced as the newest board member.

Steve Foos said he would re-send information that Dan from FDC (zoom meeting) needed from SJCC about the numbers and stats regarding previous annual funds. This group would temporarily fill our development position for the remaining 2021-2022 school year and hire a long term candidate. Suzy mentions their $6,000 minimum is relatively low in comparison to other outsourced groups. Alex mentions that $36,000 total cashout is worth it to help us find our new development director. They also have worked with other Catholic organizations and understand our needs. This could be bridging the gap with service investors as well. This person can start Jan. 1, and can come to our next meeting. Board agrees that a decision needs to be made tonight. Razors Edge is the database system we currently use, but it is not being utilized to the capacity it can be. This person will take ownership of the database and Steve will contact her to take next steps towards officially onboarding.

Minutes from last meeting: Motion to approve 11/28/21 meeting minutes as revised: 1st: Alex Darr, 2nd: Nathan Waleryszak. Motion Approved

Principle Reports:

SJCC, Loretta Coil:

Loretta briefly shared a note from Karly’s report. A student has been asked to leave Sacred Heart that received several warnings based on tardies, absences, etc. Karly has notified parents and parents never came to closing meetings for non-enrollment. Alex Darr asked if this was documented and it was confirmed it was.

Tim asked about updates on goal post pads to see if they could try and sell it and Loretta said she would forward to Karly.

Loretta Coil reviewed her report with the Governing Board and mentioned the person she hired for the Jon Peterson Scholarship declined the position before she officially began due to health reasons. We have surpassed the $27,000 goal for the calendar drive ($28,000). We have Reach Out coming up on Thursday. Another employee wanted to know if there is going to be an increase in tuition. Tuition is currently $9,450.00 per year and wanted to know if it is going to be raised. She stressed that families are tired of hearing that the increase is due to an increase in staff salary. Nathan W. mentioned that it isn’t possible for our school not to raise tuition costs. Fr. Chris said we won’t be able to hire new teachers at the current salary rate. Staff members have said they might leave if salary rates don’t increase.

We have a student whose guardian died due to COVID and his mother is currently in critical condition. Raised the question what we should do as a community as our response. This student was supposed to go on a class trip and Loretta asked if we are able to help him support raise $1,000. Fr. Chris said he would pay for it and so did several other board members. Christmas presents have been taken care of by the senior class. Suzy said she has access to some medical social workers and would reach out to those individuals at work to see if she could help with next steps as well.

We had an accusation that a student was going to bring a gun to school. At 5:30pm on Friday 12/10 Loretta received a phone call with the full story. One parent reported it to the police and there was a lot of panic and fear induced in the community. The police got involved (one detector and one officer) that interviewed students and one student admitted in front of the police that he made it up about the other student. Loretta said this student was suspended from the school indefinitely and will be expelled per the Toledo Diocese recommendation. The detective is moving forward with the juvenile prosecutor on what charge is going to be sentenced to the student who made the accusation. Lots of parents have made phone calls about the statements coming from the school and diocese and accusations. No one else is being punished aside from the accused who made up the rumor/ accusation in the first place. The student who was accused does not own a gun, nor does the parent of the child who was accused.

Question was raised: What support can we give Loretta when parents are unwilling to cooperate? Can we hire a Dean of Discipline? Loretta responded that regardless lack of parental support will in response to discipline issues will continue to be an issue. Do we unenroll students with parents who refuse to cooperate with the school and administrators? This is a systemic issue we need to root out. Alex’s recommendation is to send an email to these particular parents with specific rules and guidelines saying if you refuse to abide by these school rules we will un-enroll your child.

Committee Reports:

Catholic Identity, Faith Formation, Megan Beaver:

Megan Beaver reviewed her report with the Governing Board and shared a video montage of the Abundant Life Retreat for the Juniors and Seniors that took place at Damascus Catholic Mission Campus last week, in addition to a video of elementary students jumping for “joy” during an Advent service. Overwhelmingly positive feedback about the retreat from students. Suzy asked how we are promoting this and getting this information out to parents. Suggestion was to put on Facebook and other social media and communicate all of the good to parents regarding other faith formation information. The Catholic Identity Committee discussed bringing this retreat from Damascus to staff members as well.

Building & Grounds:

i. Old Playground equipment-Campfire would be willing to take it, but the question was raised if we have liability on our part. Alex said no we can make it a donation and the board agreed we will donate.

ii. Sewer pipe-It is in the room next to the girls locker room and should have been fixed four or five years ago.

iii. Lighted lettering on school- Email was sent asking if we approved it yet. We will need to verify city coding requirements and permits required for signage. We need to see a preliminary proposal and do a final vote and ensure permits are approved.

iv. Floor scrubber-no need to purchase, we already have one.

v. Additional items-One grounds volunteer received quotes for leaks, checked roof chapel, 306 & 308 regarding the leaks, sealed brick above the windows, $5,500 quote estimated that he will send to Nathan W. and Cyle S. Quote from Zimmermans was sent as well. Lighting issue in rooms 305 and retrofit lights in one of the rooms.

Finance, Nathan Waleryzak: Didn’t have a finance meeting this month yet. Will give an update once it occurs.

Updates:

Business Manager: Nathan Waleryzak had two interviews last week and has made a recommendation. There are no other candidates unless we choose a recruiting agent. Salary rate was verbally stated. This person is capable and able. Make an offer starting Jan. 1. Asked if she could work 1 day remotely and we said we would revisit after 5-6 months. Make a motion to hire: 1rst: Alex Darr 2nd: Nathan Waleryszak.

PPP monies: Clarification that these funds have been spent.

Marketing, Steve Foos: Annual Fund (Look at FDC notes at the beginning of meeting). We must take a vote on outsourcing this person. The Governing Board will make a decision.

Letter to community member: Alex created a version. Fr. Chris suggested we say something about the lack of support he received from the board. Alex suggested that his efforts were recognized. Cyle reminded the board that the reason it came up at the last board meeting was that it wasn’t appropriate to send a staff member an apology letter regarding a separate situation if we didn’t send one to this community member. It was confirmed that no formal apology letter was sent to staff member. Alex said he would follow up with the principal; this was put on file since he is her employee. Back to the community member, the board suggested we could have stronger sentiment acknowledging the wrong that was done and thank him for what he accomplished for us as well. Board agreed that with a revised letter they approved and would send.

Board Tenure: Cyle and Tim have one more year until their board term limits are up. Steve will be done after this year. Suzy has three years. We need to nominate a committee to confirm this. Every year three members are off.

Committee Assignments: Cyle Stull and Tim Walters on grounds committee. Nathan Walerszak and Tim Luc on fiance. Steve Foos on Marketing. Alex Darr, Fr. Chris and Tom S. are a part of Catholic Identity. We are looking for someone who will be on the Vice chair on the board. Who does the board want in the role of Vice chair? Suggestion is Suzy. Motion: 1rst: Alex Darr and 2nd: Tom S. Executive committee is composed of both principals, Vice chair, and both priests. Suzy and Ciny Fought will also be in marketing committees. Both Cindy and Suzy sign forms regarding conflict of interest being on board.

Alex Darr departed the meeting.

Sizeable Donation from community member: Fr. Chris offered to talk to this person.

Suzy asked what communications are being sent to parents to acknowledge that last year was challenging and that we are moving on and need to move on as a community. She asked how we can make this connection and communication. A letter was drafted by Steve and the idea was shut down last time. He will resend and involve Loretta and Megan to include information in parent letters with discussion of faith formation and academics. Board will make a motion at the next opportunity to send out letters at the beginning of the new year.

8:13 pm: Meeting to Adjourn and go into Executive Session: Motion for Approval: 1st: Steve, 2nd: Cyle Stull Motion Approved. Megan and Loretta were dismissed.